

## Missouri College Student Record Verification

The Missouri Department of Higher Education (MDHE), Proprietary School Certification Program, strives to maintain a database of closed proprietary schools in the state of Missouri. In some instances, the department maintains the actual records although we make no claims for having records in their entirety.

To initiate a search for Missouri College student records, please **fax** the following information, **including a valid email address to (573) 751-6635**. You may also mail the request to MDHE – Proprietary, PO Box 1469, Jefferson City, MO 65102-1469.

Student Name:

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Student Name at Time of Attendance (if different):

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Social Security Number:

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Email Address:

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Program Name:

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Approximate Date(s) of Attendance:

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If a transcript is located, please provide the **complete mailing address** for where the transcript should be sent. If other than the student, please include the name of the person to whom the documentation should be addressed.

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**Student Signature:**

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Until further notice, the MDHE will provide **up to two transcripts at no charge** to Missouri College students.

**Request for additional transcripts must include a processing fee of \$10 per transcript payable via check or money order to the Missouri Department of Higher Education.**